

# Records Management Training FY 22

## 1. Introduction

Welcome to EPA's Records Management Training for fiscal year 2022. This course is designed to be an overview for all EPA staff and contractors of basic records management concepts and responsibilities.

This course has been updated to include the following information:

Tips on how to manage records with O365 collaborative tools; and  
Information on disposition of emails older than 10 years for non-Capstone employees, beginning in 2023.

## 2. Agency CIO Quote



*I'm Vaughn Noga, the Agency Chief Information Officer and Deputy Assistant Administrator for Environmental Information. Before you begin this Records Management Training, I wanted to take a minute to explain why it's so important. First and foremost, the Federal Records Act requires all federal agencies to make and preserve records that adequately document the functions, policies, decisions and essential transactions of the agency. Without records, the Agency fails at its mission. Records defend the Agency in court and support EPA's scientific integrity. Records are the data we use to analyze the environment and design intelligent strategies to protect it. Along with our employees, records are the lifeblood of this Agency. Each of us has a responsibility to manage our records. Nothing less than the success of the Agency depends on it. Thank you for taking this important training and for what you do every day to support the Agency mission.*

### **3. Course Objectives**

- Where can you get help with records management?
- Why is records management important for you in your job?
- What are your records management responsibilities?
- What is a record? What are non-records and personal papers?
- What is the records lifecycle, a records schedule, and a file plan?
- Are electronic messages records?
- How do you manage Web records, social media, mobile devices and text and email messages?
- How do you capture electronic records using Capstone, and the EZ Email and EZ Desktop applications?
- And where can additional information on records management be found?

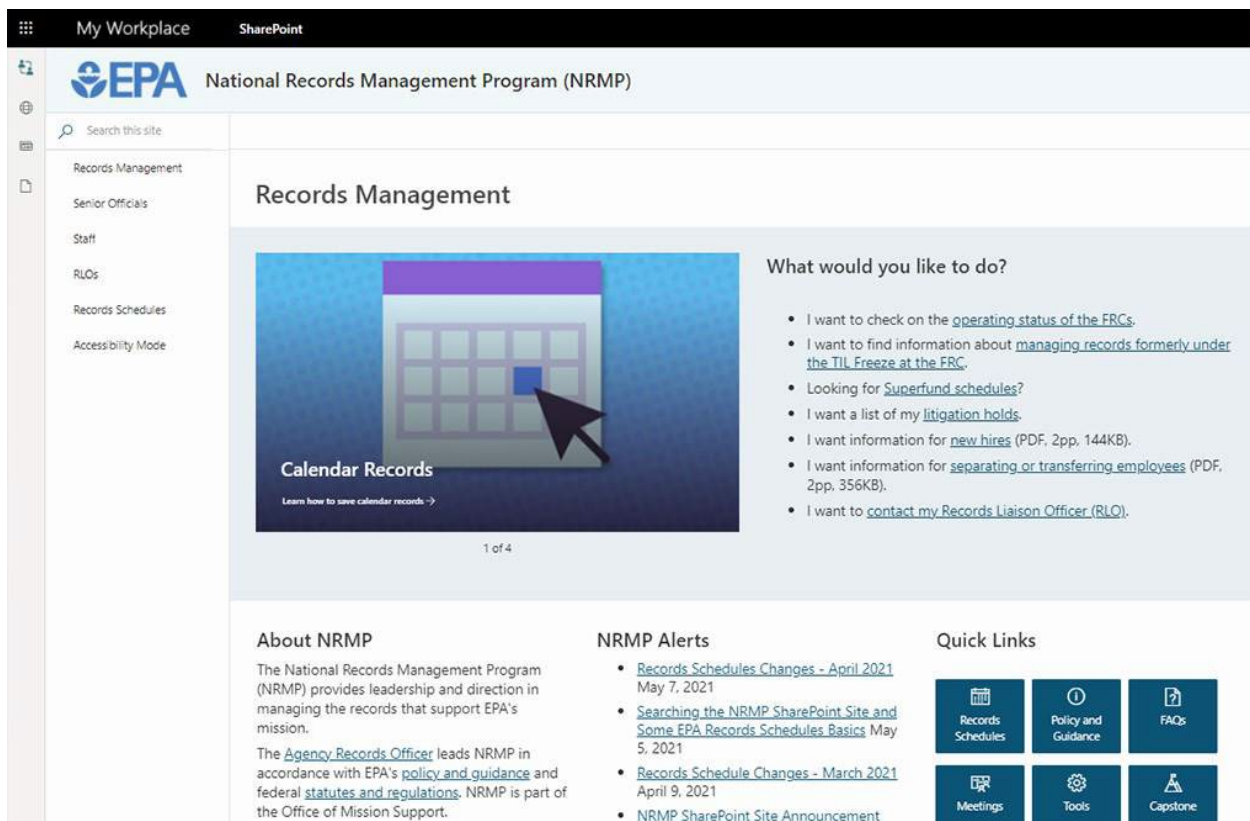
To receive credit for this training you must complete the 10-question quiz. After completing the course, for more information on Records Management, please visit <https://usepa.sharepoint.com/sites/oei/ermd/nrmp/SitePages/index.aspx>

## 4. The National Records Management Program (NRMP)

EPA's NRMP, in the Office of Mission Support (OMS), Office of Enterprise Information Programs (OEIP) leads the Agency's records management program and provides guidance and support. Records Liaison Officers (RLOs) are assigned to each Program and Region to coordinate records management activities.

NRMP's SharePoint site (<https://usepa.sharepoint.com/sites/oei/ermd/nrmp>) is a helpful tool for anyone with questions about records management and is the best way to learn about your records management responsibilities. It contains records guidance, FAQs, tools, current information such as records alerts, links, and other resources. A link to the Help Desk is located at the lower right side along with a handy guide for records management staff. Under "Quick Links" you will find buttons that will take you to specific EPA topics in records management.

NRMP Help Desk: [records@epa.gov](mailto:records@epa.gov)  
202-566-1494, 8am to 5pm Eastern Time.



**My Workplace** **SharePoint**

**EPA** National Records Management Program (NRMP)

Search this site

Records Management  
Senior Officials  
Staff  
RLOs  
Records Schedules  
Accessibility Mode

### Records Management

**Calendar Records**  
Learn how to save calendar records →

1 of 4

**What would you like to do?**

- I want to check on the [operating status of the FRCs](#).
- I want to find information about [managing records formerly under the TIL Freeze at the FRC](#).
- Looking for [Superfund schedules](#)?
- I want a list of my [litigation holds](#).
- I want information for [new hires](#) (PDF, 2pp, 144KB).
- I want information for [separating or transferring employees](#) (PDF, 2pp, 356KB).
- I want to [contact my Records Liaison Officer \(RLO\)](#).

**About NRMP**

The National Records Management Program (NRMP) provides leadership and direction in managing the records that support EPA's mission.

The [Agency Records Officer](#) leads NRMP in accordance with EPA's [policy and guidance](#) and federal [statutes and regulations](#). NRMP is part of the Office of Mission Support.

**NRMP Alerts**

- [Records Schedules Changes - April 2021](#) May 7, 2021
- [Searching the NRMP SharePoint Site and Some EPA Records Schedules Basics](#) May 5, 2021
- [Records Schedule Changes - March 2021](#) April 9, 2021
- [NRMP SharePoint Site Announcement](#)

**Quick Links**

Records Schedules | Policy and Guidance | FAQs  
Meetings | Tools | Capstone

## ***5. Why is Records Management Important?***

While key to accomplishing EPA's mission, good records management ensures that you can also:

- Identify the records needed to document your work
- Minimize duplication of records
- Decrease the costs associated with the storage of records
- Keep records accessible to all those who need to use them
- Eliminate time spent trying to find lost or misfiled records
- Protect essential records and information in the event of an emergency or disaster, such as a fire, flood, or tornado; and

Retrieve records quickly and efficiently to respond to Freedom of Information Act (FOIA) requests, litigation-related requests, or congressional requests

## ***6. What Are Your Records Management Responsibilities?***

As an EPA employee, contractor, intern, or grantee you are responsible for:

1. Creating and managing the records necessary to document the Agency's official activities and actions, in accordance with EPA recordkeeping requirements
2. Destroying records only in accordance with approved records schedules and when the records have been cleared from all other preservation requirements
3. Maintaining personal papers and non-record materials separately from official EPA records
4. Filing records for safe storage and efficient retrieval, should they be subject to an information request
5. Ensuring records that are subject to a litigation hold are identified and preserved

## **7. What are your Records Management Responsibilities? (continued)**

- Completing EPA Form 3110-49 – *EPA Records Management Checklist for Separating and Transferring or Separated Personnel* and transferring all paper and electronic records to management or a designee prior to a transfer to another post within EPA or separation from the Agency
- Not removing records or other work material without prior approval. There may be criminal penalties for unauthorized removal or destruction of records
- Completing EPA's Annual Mandatory Records Management Training

**Note: EPA employees and contractors do not maintain any personal ownership over the records they create or receive on behalf of the EPA and are merely custodians of the records on behalf of the federal government.**

## ***8. EPA's Transition to Electronic Records***

The National Archives and Records Administration (NARA) guides the records program for the federal government. All federal agencies are mandated by NARA and the Office of Management and Budget's (OMB's) *Memorandum for Heads of Executive Departments and Agencies, M 19-21, Transition to Electronic Records*, to transition business processes and recordkeeping practices to fully electronic environments. Every EPA staff member must prepare for the eventual exclusion of paper formats in our daily operations.

There are three specific targets in M-19-21 driving federal agencies' need to digitize records. By December 31, 2022 Federal agencies will:

- Manage all permanent records in an electronic format, to the fullest extent possible, with appropriate metadata, for eventual transfer to NARA
- Manage all temporary records in an electronic format or store them in an approved commercial records storage facility
- And after December 31, 2022, NARA will no longer accept new transfers of permanent or temporary analog (paper) records, to the fullest extent possible

## **9. EPA's Transition to Electronic Records**

To help federal agencies meet these targets, NARA published Digitization Standards at 36 CFR 1236 Subpart D - *Digitizing Temporary Federal Records*. The standards include minimum requirements for digitizing temporary records and ensuring that the digitized version of the record is captured, and that all of the information in the original source records can be used for the same purposes and for the same retention period.

[Click here to read 36 CFR Section 1236.30, \*Requirements for digitizing temporary records\*.](#)

Additionally, [Section 1236.34](#) requires Agencies to follow an approved validation process before destroying the original temporary source records.

The standards for digitizing permanent records were still being finalized when this training was posted, however, visit the [National Digitization Program \(NDP\) - Home \(sharepoint.com\)](#) to learn more about digitization at EPA and get up-to-date information.

## **10. EPA's Transition to Electronic Records**

As a result of M-19-21, EPA must take steps to identify and change business processes to fully electronic formats.

You can assist by:

- Digitizing current paper records (contact your RLO, NRMP or the NDP to ensure you meet the requirements)
- Identifying paper processes still utilized by your program and promoting the change to electronic environments
- Using electronic signature technology instead of “wet ink”
- Requiring external submitters and partners to submit information electronically
- Eliminating the use of paper, to the fullest extent possible

For FAQs about e-Signature, please visit:

<https://usepa.sharepoint.com/sites/oei/ermd/nrmp/SitePages/faqs/electronic-signatures.aspx>

## ***11. What is a Record? General Definition***

A record:

- Is created in the course of business
- Is received for action
- Is needed to document your activities and decisions and supports financial obligations and legal claims
- Communicates EPA requirements or guidance
- Exists In any format (paper or electronic)

## ***12. What is a Record? Created in the Course of Business***

Was it created in the course of business? Examples include:

- Memos/emails outlining work accomplishments or giving directions
- Documentation about project or program activities
- Documentation of activities with organizations, both in and outside EPA
- EPA contract, grant, acquisition and other related financial documents
- Sampling and analytical data files

## ***13. What is a Record? Received for Action***

Was it received for action? Examples include:

- FOIA requests
- Permit applications
- Controlled correspondence
- Public comments received in response to Federal Register notices on proposed rulemakings



**14. What is a Record? Documents EPA Activities and Supports Financial Obligations or Legal Claims**

**Does it document EPA activities and actions?** *Examples include:*

- Calendars that document meetings
- Meeting materials and minutes
- Recorded video conferences
- Project reports
- Audit reports

**Does it support financial obligations or legal claims?** *Examples include:*

- Grant payouts or proof of expenditures
- Approval for contract invoices
- Operations and maintenance expenditures
- Time and attendance and leave records
- Litigation files

**15. What is a Record? Communicates EPA Requirements or Guidance**

Does it communicate EPA requirements or guidance?

- Guidance documents
- Policies
- Procedures

**Note: Such documents are saved as a record by the creator and all other copies are convenience copies.**

## 16. What is a Record?

Exists in any format (paper or electronic) and in any media such as:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• spreadsheets</li><li>• textual documents</li><li>• databases</li><li>• photographs and maps</li><li>• text messages</li><li>• instant messages</li><li>• email</li></ul> | <ul style="list-style-type: none"><li>• voicemail messages</li><li>• information on mobile devices</li><li>• documented verbal communications</li><li>• All work-related written material, such as notes/action items/meeting notes from in-person, Microsoft Teams, and recorded meetings.</li></ul> |
|--|---|

**Note:** Verbal communications, voicemail or meetings, if they are records, must be documented by notes, or transcriptions, and the documentation managed as any other record according to the appropriate records schedule.

## 17. What is a Record?

Certain types of records may contain Controlled Unclassified Information (CUI). These types of records are sensitive and require special handling pursuant to law, regulation, or Government-wide policy. Examples of records containing CUI include, but are not limited to, records containing Personally Identifiable Information (PII) and Confidential Business Information (CBI). Information types are organized by category and published on the CUI Registry. Only records containing information with a corresponding entry in the CUI Registry may be considered CUI.

CUI records management practices require you to:

- Avoid unauthorized access to sensitive records both inside the EPA and with the public.
- Maintain sensitive records securely by protecting their integrity and confidentiality while ensuring their availability to those who need access to them.

For more information on CUI categories, please visit the [EPA's intranet site](#) or contact the CUI Program at EPA ([cui@epa.gov](mailto:cui@epa.gov)).

## **18. What is a Record?**

Personally Identifiable Information (PII), a subset of CUI, is any information about an individual that is maintained by an agency, which can be used to distinguish, trace, or identify an individual's identity, including personal Information, which is linked or linkable to an individual. Examples of PII include name, home address, personal telephone number, date of birth, mother's maiden name, and many other types of Information that can Identify an individual.

Sensitive PII (SPII) is a subset of Personally Identifiable Information (PII), which if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. EPA has three categories of PII classified as sensitive: 1) SSN or comparable identification numbers, 2) biometric data, and 3) financial information or medical information associated with an individual. SPII requires additional levels of security controls.

If compromised these categories of information present the highest risk of harm to individuals. Records that contain PII or SPII must be appropriately managed, safeguarded, and when appropriate, destroyed in accordance with the Privacy Act and the applicable CUI and Privacy procedures.

The loss or unintended disclosure of CUI must immediately be reported to the EPA Call Center at 1 866 411 4372, Option 1.

For more information on PII, please visit:

[https://usepa.sharepoint.com/sites/oei\\_Community/OISP/Privacy](https://usepa.sharepoint.com/sites/oei_Community/OISP/Privacy)

## **19. Non-Records**

Not everything is a record. "Non-records" are information resources that do not provide evidence of your activities or decisions. Non-records may not be required to be retained according to EPA records schedules; however, they could be subject to other retention requirements related to litigation holds or FOIA requests.

Non-Records may Include:

- Extra copies of technical publications
- Copies of articles from professional journals
- Convenience copies of directives
- All-hands emails you receive informing you of activities

## **20. Personal Papers**

Personal Papers:

- Are NOT records

Examples of Personal Papers include:

- Materials brought into the workplace by employees from previous jobs or from home, such as sports schedules and league activities
- Information from personal involvement in non-Agency sponsored professional associations and conferences
- Any other Information related solely to an Individual's private affairs, including personal, non-work emails exchanged between EPA employees
- Personal planners and calendars MIGHT be considered records if they are used to document substantive Agency activities or actions

FAQ page on Personal Papers:

<https://usepa.sharepoint.com/sites/oei/ermd/nrmp/SitePages/faqs/personal.aspx>

## **21. What is the Lifecycle of a Record?**

The records lifecycle illustrates typical phases for active and inactive records and their final disposition. The records lifecycle begins with the knowledge that you must document an activity or decision. There are three phases of a record's lifecycle:

- Creation– Ensure the accuracy and integrity of documentation created and transmitted within the Agency and among agencies.
- Maintenance and Use – Any action involving the storage, retrieval, and handling of records kept in offices by, or for, a federal agency.
- Disposition – Actions taken regarding records no longer needed for current government business.

For more information, please visit the National Records Management Program's SharePoint page:

<https://usepa.sharepoint.com/sites/oei/ermd/nrmp>

## ***22. What is a Records Schedule and File Plan?***

### **A Records Schedule:**

- Provides mandatory instructions on how long to keep records and what to do with them after they are no longer needed for current government business
- Identifies which programs and locations can use each schedule
- Is developed by the NRMP in conjunction with a Program or Regions Records Liaison Officer (RLO) and stakeholders for all records created or received by the agency
- Receives review and concurrence from the Office of General Counsel (OGC) and Office of Inspector General (OIG) before being submitted to NARA for approval
- Includes a disposition number assigned by NARA (disposition authority)
- Provides descriptive guidance on how to apply the schedule

### **A File Plan:**

- Is a complete listing of all types of information created, received and/or maintained by staff and contractors
- Can be developed at a high level, such as the Program or Regional level down to an individual staff level
- Contains the appropriate records schedules and disposition items
- Is a handy reference for staff and should also include the locations and custodians of all of your office's records

If you have any questions regarding your specific records, please consult with your RLO or the National Records Management Program's SharePoint page:

<https://usepa.sharepoint.com/sites/oei/ermd/nrmp/SitePages/rlo-contacts.aspx>

### ***23. Are Electronic Messages Records?***

The law states, “The term ‘electronic messages’ means electronic mail and other electronic messaging systems that are used for purposes of communicating between individuals.”

Electronic messages can include:

- Text messages
- Email messages
- Chat/instant messages, such as messages sent through the chat function on Microsoft Teams
- Messages created in social media tools or applications
- Voice messages
- Messages created using any other type of electronic messaging system or account

Electronic messages created or received in the course of business that document Agency activities, actions or decisions are federal records. Like all federal records, these electronic messages must be managed as records, maintained and dispositioned based on appropriate records schedules.

Please see NARA Bulletin 2015-02: Guidance on Managing Electronic Messages for more information on this topic at <https://www.archives.gov/records-mgmt/bulletins/2015/2015-02.html>



















## 24. Managing Records with O365 Collaborative Tools

Microsoft Office 365 is a suite of products and software that allow staff to collaborate, share, and manage work in a cloud-based working environment. When using any O365 tools, it is your responsibility to:

- save all records created, received, or used in collaborative tools, including cross-filing the records into ECMS, the Agency's Enterprise Content Management System, when appropriate
- Go to the ECMS SharePoint site located at: <https://usepa.sharepoint.com/sites/oei/ermd/ECMS/SitePages/MS-Teams-Saving-Records.aspx> for information about how to save specific record-types as records into ECMS
- Locate and retrieve information responsive to an information request (e.g., FOIA, congressional, or discovery request)



### EPA's O365 Collaborative Tools

 <b>Delve</b>	 <b>OneDrive</b>	 <b>SharePoint</b>
 <b>Excel</b>	 <b>OneNote</b>	 <b>Skype for Business</b>
 <b>Power Automate</b>	 <b>Outlook</b>	 <b>Stream</b>
 <b>Forms</b>	 <b>Planner</b>	 <b>Teams</b>
 <b>Live Events</b>	 <b>PowerApps</b>	 <b>Word</b>
 <b>Office Groups</b>	 <b>PowerPoint</b>	 <b>Office Online</b>

For more information regarding these tools, please visit the Agency's O365 homepage: <https://intranet.epa.gov/myworkplaceinfo/index.html>.

## ***26. How to Manage Electronic Records: Texts and Non-Governmental Accounts and Devices***

- It is essential that EPA records are maintained in EPA systems so that the information can be located and used in a timely manner. All messages that are responsive to a FOIA, Litigation, or Congressional Inquiry must be forwarded to your EPA account. Managing your records also ensures that the information is accessible for Litigation, FOIA requests, and Congressional inquiries.
- EPA policy states that official EPA business should be done on official EPA information systems (epa.gov email or an Agency-approved system). In addition, the Federal Records Act, as amended, explicitly prohibits the creation of or sending of a federal record using a non- governmental electronic messaging system (e.g., personal email account or personal mobile device).
- EPA also discourages the use of text messaging to send or receive substantive (or non-transitory) federal records - even if they are sent from an EPA-issued device.
- Despite EPA policy and explicit Federal Records Act outright prohibitions, EPA also recognizes that some Agency staff performing emergency or time-sensitive work in an environmental notification situation, may create substantive records in the form of text messages or may have to send a message using a personal email account, personal mobile device, or EPA-issued device. In those very rare and exceptional circumstances, employees who create or receive Federal records in a text or from a personal account must forward a complete copy of the personal email or the text message, including all corresponding attachments, to their EPA email account no later than 20 days after the original creation or transmission of the record.
- Please note, if 20 days has passed - employees are still required to forward any past text messages or email records created outside EPA to their EPA email address.



## ***27. How to Manage Electronic Records: Texts and Non-Governmental Accounts and Devices***

- For instructions on how to save text messages from an Agency-issued device go to: <https://intranet.epa.gov/mobiledevices/documents/how-to-save-text-messages.pdf>
- For more information on Mobile Devices & Text Messages, visit the FAQ on Mobile and Portable Devices, and Records: <https://usepa.sharepoint.com/sites/oei/ermd/nrmp/SitePages/faqs/mobile.aspx>

**Note:**

Once records have been transferred to an Agency approved system, they should be removed from the non-EPA messaging system unless there is a specific obligation to maintain the files, such as litigation hold.

When you are a custodian of records under a litigation hold, you will be notified by a system generated message from [EPA\\_Legal\\_Hold@epa.gov](mailto:EPA_Legal_Hold@epa.gov).

## ***28. How to Manage Web Records and Social Media***

- The office originating the Web content is responsible for designating a records custodian to capture the record copy into an approved recordkeeping system. However, if your office is posting and maintaining Web content already captured in an approved recordkeeping system, then your Web documents can be considered convenience copies and be dispositioned as non-records. When more than one office is involved with the creation, posting and maintenance of Web content, they must work together to establish procedures for capturing and maintaining the records.
- Follow these instructions to export your WebCMS content (as a .zip) records to ECMS. <https://www.epa.gov/webcmstraining/how-export-your-webcms-content-zip-records-ecms> for records to ECMS. Refer to the [Managing Social Media Records Procedure](https://www.epa.gov/irmpoli8/managing-social-media-records-procedure) at <https://www.epa.gov/irmpoli8/managing-social-media-records-procedure> for further guidance on maintaining this content as records.
- Web content records are covered by the applicable records schedules for the functions they support. The disposition instructions for website administration records can be found in schedule [0095](#). Website content in a “public forum” format is covered by schedule [0094](#).
- Special attention must be given to capturing Web content with potential legal impacts (e.g., regulatory, enforcement) and those concerning historically significant events (e.g., World Trade Center, Hurricane Katrina). Offices offering guidance to the regulated community must retain a complete record of what the guidance was, how long it was posted and URLs referenced by hyperlinks.

## ***29. How to Manage Web Records and Social Media***

When posting and maintaining social media:

- Records that are posted on the web must also be stored in an approved recordkeeping system.
- The website’s administrative record must also be maintained in an approved recordkeeping system.
- Important: Web content that provides guidance to the regulated community with potential legal impacts (e.g., regulatory and enforcement) and those concerning significant events, must retain a complete record of the guidance and the length of time the information was available on the website and the URLs referenced by hyperlinks.

**Note:** Offices can designate a records custodian to complete these tasks.

### ***30. How Do You Manage Email Records Using Capstone?***

What is Capstone?

Capstone is a new approach to email records management based on role rather than content. Under Capstone, roles are broken down into two categories: Capstone Officials who comprise NARA and EPA-designated senior official positions, and non-Capstone employees.

Capstone benefits the entire Agency because it:

- Helps ensure the preservation of important email records
- Provides employees with easy, individual access to their preserved email records in Outlook (Both the active and archive folder).

### ***31. Capstone Officials***

Capstone Officials are EPA's most senior employees responsible for Agency and program policy. They are identified based on Senior Leader Directories, organizational charts, and program, regional, and NARA input. EPA's designation of Capstone Officials must be approved by NARA.

Capstone Officials are those employees at the highest senior levels of the agency and include, but are not limited to the Administrator, Deputy Administrator (DA), Assistant Administrators (AAs), Deputy Assistant Administrators (DAAs), Regional Administrators (RAs), Deputy Regional Administrators (DRAs), General Counsel, Inspector General, Chief Financial Officer and other similar positions. For more information on Capstone, please contact your Records Liaison Officer or email [records@epa.gov](mailto:records@epa.gov). **Employees who are Capstone Officials are notified. All other personnel are referred to as non-Capstone employees.**

Capstone Officials:

- Have 90 days to cull non-records and transitory records such as Mass Mailers before they're saved automatically and kept as permanent records. Capstone officials should use caution when culling non-records and personal records during this 90-day period to ensure all permanent records are retained.
- If subject to legal hold, records deleted by the user during the culling period will not be permanently deleted until the hold is lifted
- Email is retained as Permanent with transfer to NARA after 15 years.
- Persons acting for a Capstone Official longer than 60 days are considered a Capstone Official for the duration of time acting in that position.

## 32. Non-Capstone Employees

### Non-Capstone Employees

- Have 90 days to cull non-records before they're saved automatically
- If subject to legal hold, records deleted by the user during the culling period will not be permanently deleted until the hold is lifted
- Emails are retained for 10 years then deleted



### Important

- If you are a non-Capstone employee with emails that must be retained for longer than 10 years according to EPA records schedules, you must save them into a recordkeeping system (e.g., ECMS using the EZ Email tool).

**Note:** In January 2023, EPA will start dispositioning (deleting) non-Capstone employee O365 emails that are 10 years old. These emails will be deleted from Outlook, unless user is subject to a litigation hold. Deletion of emails older than 10 years from Outlook for non-Capstone employee will be suspended until the user is no longer subject to a litigation hold. Copies of emails cross-filed into ECMS using EZ Email Records for longer retention will continue to be preserved in ECMS.

## 33. EZ Email Records

- **The EZ Email Records** application should be used by non-Capstone employees to save email records that have retention schedules longer than 10 years. Click on the link to view examples of records that must be kept longer than 10 years [Records Schedules with retention greater than 10-years old](#)

### Saving email that is a record:

- EZ Email Records is a tool that enables you to save your emails into the Agency's enterprise recordkeeping repository, known as the Enterprise Content Management System (ECMS). The EZ Email Records tool is integrated directly into your EPA email application Outlook, on your desktop and on the web. EZ Email Records simplifies saving email records with a one-step process.
- EZ Email Records facilitates email records management, and the use of an enterprise recordkeeping repository reduces the need to print and store paper records, thereby reducing storage costs.

### 34. EZ Email Records

There are two options to save an email record from Microsoft Outlook using EZ Email Records:

1. Click on the email you want to save as a record, then click “Categorize” on the Ribbon
2. Right-click on the message, then hover over the “Categorize” choice. Choose whether you want to save the record as a “Private” or “Shared” record within ECMS.

For more information about EZ Email Records, please visit:

<https://usepa.sharepoint.com/sites/oei/ermd/ECMS/SitePages/EZ-Email-Records.aspx>

All Unread		By From	↓
FROM	SUBJECT	RECEIVED	S...
From: This Week @ EPA: 33 item(s), 22 unread			
This Week @ EPA February 3, 2020	This Week @ EPA - February 3, 2020	Mon 2/3/2... 2...	📌 🗑
This Week @ EPA January 27, 2020	This Week @ EPA - January 27, 2020 Banner photograph taken by Edgar Coral of Region 9 in San Francisco, California. EPA at 50   Senior Leadership Focus	Tue 1/28/2... 3...	📌
This Week @ EPA January 21, 2020	This Week @ EPA - January 21, 2020 Banner photograph taken by Michelle McClendon, Office of Mission Support, in Iceland. EPA at 50   Senior Leadership	Tue 1/21/2... 1...	📌
This Week @ EPA January 13, 2020	This Week @ EPA - January 13, 2020 Banner photograph taken by Pam Gallichio of Region 5 of the Chicago, Illinois skyline. EPA @ 50   Senior Leadership	Mon 1/13/... 1...	📌
This Week @ EPA December 23, 2019	This Week @ EPA - December 23, 2019 Banner photograph taken by Gabrielle M. Buda, Office of Enforcement and Compliance Assurance, in Banff National	Mon 12/2... 1...	📌
This Week @ EPA December 16, 2019	This Week @ EPA - December 16, 2019 Banner photograph taken by Wendy Dew, Region 8, in Pine, Colorado. Senior Leadership Focus   Employee	Mon 12/1... 3...	📌
This Week @ EPA December 9, 2019	This Week @ EPA - December 9, 2019 Banner photograph taken by Justin Bleiler, Region 3, in Grindelwald, Switzerland. Senior Leadership Focus   Hot	Mon 12/9/... 3...	📌
This Week @ EPA November 25, 2019	This Week @ EPA - November 25, 2019 Banner photograph taken by Lilian Sotolongo Dorka, Office of External Civil Rights Compliance, Headquarters, on	Mon 11/25... 2...	📌
This Week @ EPA November 18, 2019	This Week @ EPA - November 18, 2019 Banner photograph taken by Michelle McClendon, Office of Mission Support, in Loch Ness, Scotland. Senior	Mon 11/1... 8...	📌
This Week @ EPA November 12, 2019	This Week @ EPA - November 12, 2019 Banner photograph taken by Eric Gibbs of Region 7 at a Farm Pond in Rural Missouri. Senior Leadership Focus	Tue 11/12/... 1...	📌
This Week @ EPA November 4, 2019	This Week @ EPA - November 4, 2019 Banner photograph taken by Richard Angelbeck of Region 5 in Yosemite National Park, California. Senior Leadership	Mon 11/4/... 1...	📌

### 35. EZ Desktop Records

EZ Desktop Records is a simple tool that enables you to save non-email electronic records from the desktop, local storage, SharePoint, and OneDrive (e.g. your Government Furnished Equipment (GFE) computer's hard drive and network shared drive) to EPA's records repository ECMS.

Simply drag-and-drop records to one of the EZ Desktop Records icon: "Shared" for most files, which can be viewed by your colleagues; "Private" for records with restricted access, which can only be viewed by you.



It's as easy as 1-2-3:

1. Determine if the electronic file is a record
2. Determine if the record requires restricted access
3. Drag-and-drop the record to the appropriate EZ Desktop Records icon

**Note that if you want to save a record located in OneDrive or SharePoint, you must first save it to your desktop or laptop's own hard drive to use the EZ Desktop Records application.**

For more information about EZ Desktop Records, please visit:

<https://usepa.sharepoint.com/sites/oei/ermd/ECMS/SitePages/EZ-Desktop-Records.aspx>

### **36. Additional Information on Records Management**

- The National Records Management Program's SharePoint page:  
<https://usepa.sharepoint.com/sites/oei/ermd/nrmp>
- Records Schedules:  
<https://usepa.sharepoint.com/sites/oei/ermd/nrmp/SitePages/schedules/index.aspx>
- Records Liaison Officers:  
<https://usepa.sharepoint.com/sites/oei/ermd/nrmp/SitePages/rlo-contacts.aspx>
- Enterprise Content Management System's SharePoint page:  
<https://usepa.sharepoint.com/sites/oei/ermd/ECMS/SitePages/Home.aspx>

As records technology evolves, please visit the NRMP SharePoint site for the latest information, including updates on training and guidance. This site also includes links to RLO contact information and all EPA records schedules. Records management procedures specific to your Program or Region may also be found on Program, Regional, and RLO websites. For technical guidance for saving electronic records visit the Enterprise Content Management System's SharePoint site.

### **37. Conclusion**

The training answered the following questions:

- Where can you get help with records management?
- Why is records management important for you in your job?
- What are your records management responsibilities?
- What is a record? What are non-records and personal papers?
- What is the records lifecycle, a records schedule, and a file plan?
- Are electronic messages records?
- How do you manage Web records, social media, mobile devices and text and email messages?
- How do you capture electronic records using Capstone, and the EZ Email and EZ Desktop applications?
- And where can additional information on records management be found?

### **38. Quiz**

You will now need to complete a short quiz. You will need to answer each question correctly before continuing.

During the quiz, once you have made your answer selection click on the “submit” button in the lower right-hand side to submit your answer.

Continue to the next slide to start the quiz.

### **39. Quiz Question 1**

Good records management is important because:

- A. It helps you do your job
- B. It lets you share information with others
- C. It allows you to be transparent to the public
- D. It ensures full compliance with laws and regulations
- E. It reduces risks associated with litigation and potential penalties
- F. All of the above



#### **40. Quiz Question 2**

All EPA employees are responsible for:

- A. Completing EPA Form 3110-49 - EPA Records Management Checklist for Separating and Transferring or Separated Personnel and transferring paper and electronic records to management or a designee upon transferring to a new position within EPA or separating from the Agency
- B. Filing records for safe storage and efficient retrieval
- C. Creating records documenting their activities and decisions; or
- D. All of the above

#### **41. Quiz Question 3**

Choose the option that creates a true statement.

CUI is the acronym for:

- A. Classified User Information
- B. Certified Unclassified Information
- C. Controlled Unclassified Information

#### **42. Quiz Question 4**

Which of the following can be records that must be maintained?

- A. databases
- B. photographs and maps
- C. instant messages
- D. text messages
- E. extra copies of publications
- F. documented verbal communications
- G. all of the above
- H. a, b, c, d and f; or
- I. a, b, c and f

#### **43. Quiz Question 5**

Who is responsible for capturing the record copy of information posted on a Web page?

- A. The Agency Records Officer
- B. The Office of the Administrator
- C. The Records Liaison Officer
- D. The office originating the web content is responsible for capturing the record copy and saving it in an approved recordkeeping system

#### **44. Quiz Question 6**

I'm not a Capstone official. I must do the following with my email:

- A. Nothing, Capstone will manage it
- B. Save email records with a retention longer than 10 years in ECMS
- C. Delete non-records
- D. Delete no emails
- E. b and c

#### **45. Quiz Question 7**

It's always OK to use my personal email account or mobile device to conduct agency business:

- A. True
- B. False

#### **46. Quiz Question 8**

The EZ Email Records tool enables you to save emails as records with a simple, one-step process, and it is integrated directly into Outlook.

- A. True
- B. False

### **47. Quiz Question 9**

What should I do with an email that is not a record?

- A. Save it in EZ Email Records
- B. Delete it
- C. Check whether the email is subject to a litigation hold, FOIA request, or congressional inquiry; if it is not, delete it.

### **48. Quiz Question 10**

If my record contains sensitive information, which EZ Desktop Records option should I use?

- A. Shared
- B. Private

#### ***49. Record of Learning in FedTalent***

Congratulations! You have completed EPA's Records Management Training. To ensure credit for completing the training, close the course tab **only**. **DO NOT** close the browser. Doing so will result in FedTalent not recording the completion and you may now view your Record of Learning in FedTalent.

To view your transcript, follow these instructions:

- Once an employee successfully completes a training, that completion is recorded to the employee's Record of Learning. FedTalent's Record of Learning will be used as a record of successful course completion.

To access your record of learning:

- MOUSE OVER the My Learning tab, and
- CLICK the option, Record of Learning.